

WELCOME

MSRP Webinar Debut



Successful Completion of
2006-2007 End-Of-Year Reports

Early Childhood Education and Family Services

MSRP Consultants:

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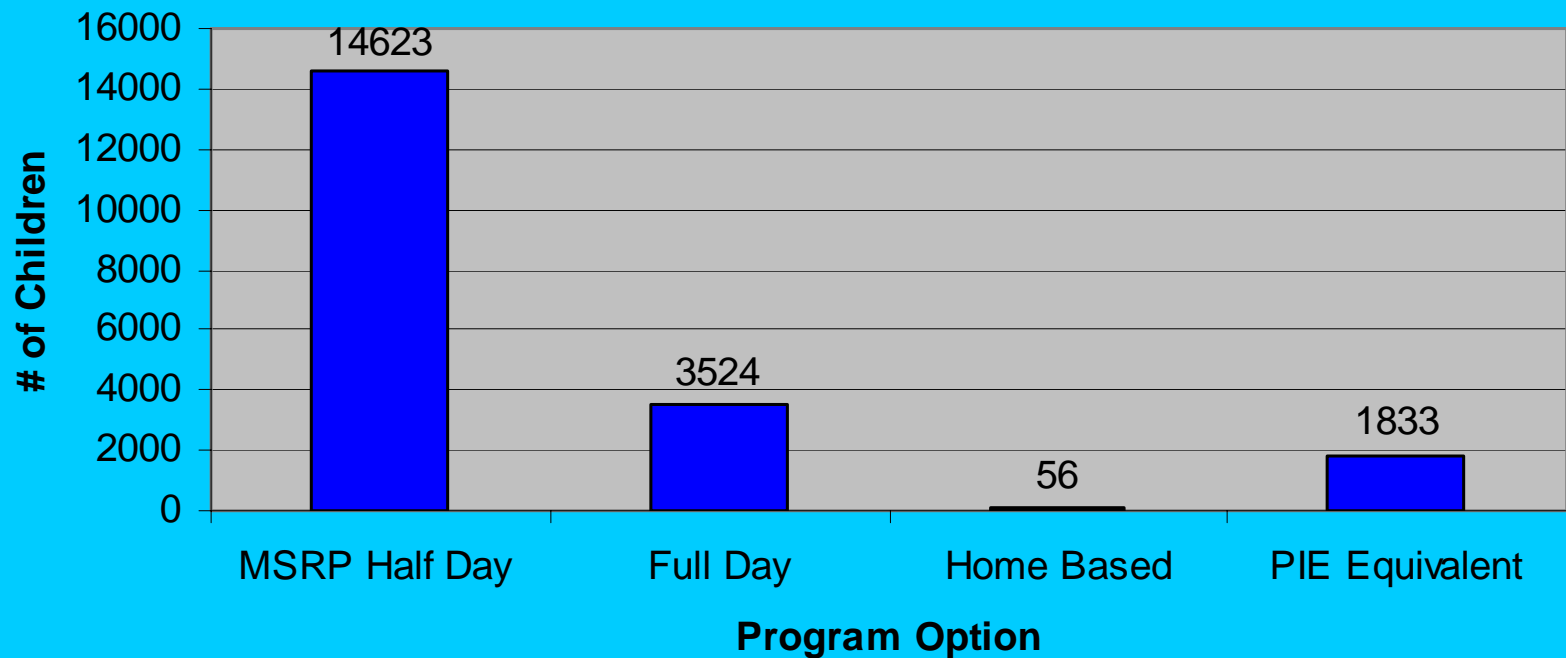


Agenda

- Webinar/Webcast Format
- MSRP Update
- Narrative Summary Report
- Final Expenditure Report & C/O

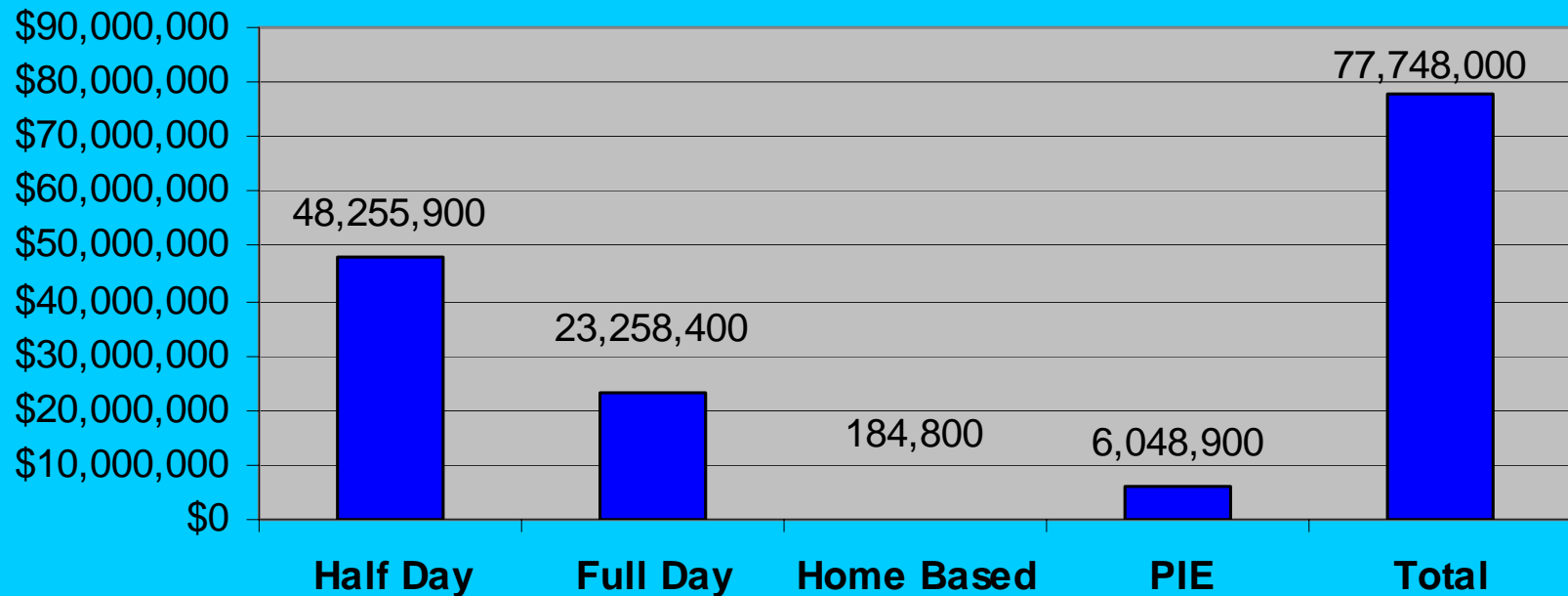
MSRP Update: FY07 Options

Children Served by MSRP



MSRP Update: FY07 \$\$

**MSRP and PIE Funding
Fiscal Year 06-07**





■ MSRP Due Dates



- 06-07 Narrative Summary
 - Due: November 30, 2007
- 06-07 Final Expenditure and C/O Budget
 - Due: December 14, 2007
- 07-08 Final Application
 - Due: TBD

■ More Calendar Items

- Webinar: PQA Training
 - Friday, September 28, 2007
- Webinar: Legislative Update & Completion of the 07-08 Final Application in MEGS
 - TBD
- Grant Reader Sessions
- Onsite Visits



■ Narrative Summary

- Provides MDE data about
 - Program model
 - Pupil counts
 - Goals and objectives
 - Legislative requirements for the grant for classroom and PIE
- Must be completed before the Final Expenditure Report
- Michigan Electronic Grants System (MEGS)

■ MEGS Authorization Structure

Level 5 - Authorized Officials

- Manage MEGS accounts for district/agency and add users to MEGS
- Initiate, submit, amend and delete applications, amendments, and/or reports

Level 4 - Application Administrators

- Initiate, modify and submit the reports
- Assign other users to participate in the grant writing or review process

Level 2 - Grant Writers

- Input and edit any data, but cannot modify if returned

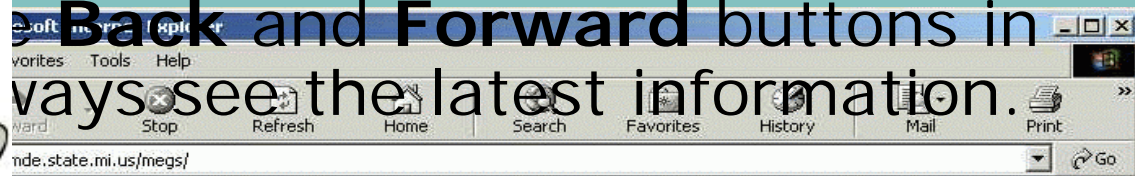
Level 1 – Viewers

- View but not input or edit information

MEGS: Avoid the Back and Forward Buttons

- Using the browser's **Back** and **Forward** buttons to go to a page is not the same as clicking a link to go to exactly the same page.
- By using the **Back** button, the user is not getting the latest information from the website, but rather an "older" saved version of the page.

- Avoid the **Back** and **Forward** buttons in order to always see the latest information.



Narrative Walkthrough

- Login at <http://megs.mde.state.mi.us/megs>

Application #0607-3227: Mt. Morris Consolidated Schools (25040)					MI School Readiness Program	
Initiated	Original Submission Date	Date of Current Status	Status	Contact Name	Report Status	
9/26/2006	10/11/2006	1/29/2007	Program Office Review Complete	Ms. KAREN STONG 510-591-8760	Report Available	
VIEW APPLICATION	VIEW AMENDMENTS	EDIT INFORMATION	HISTORY	VIEW REPORTS	180 of 220	

■ Reports & Contact Info

Reports							SAVE	CANCEL
Report	Status	Date Available	Date Due	Date Submitted	Submitted By	History		
<u>MSRP Final Report/Narrative Summary</u>	Report Available	7/11/2007	8/26/2008			REPORT HISTORY		
Assign Main Contact (enter MEIS number)					<input type="text"/>		DELETE REPORT	
<u>MSRP Final Expenditure Summary - and Carryover Budget</u>	Report Available	5/1/2007	2/10/2008			REPORT HISTORY		
	Report Contact:	<u>KAREN1 STONG</u>	Phone:	810-591-8760	CHANGE CONTACT	DELETE REPORT		



Consultant Overview Application Search Help

Application Menu Report Menu Report Errors Edit Information

GCMBS Admin Add Help Logout

Checklist

SUBMIT REPORT

REPORT MENU

MSRP Final Report/Narrative Summary

- The current status is **Report in Progress**
- This report is due on **Friday, November 30, 2007**
- Generate [Report](#). You will receive an E-mail when the Report is generated (usually within 24 hours).

Instructions:

- This report must be submitted prior to the submission of the Final Expenditure Report.
- [Click here to see modifications done to this report](#)

REPORT PAGES

- [Program Model, Pupil Counts, Allocation Adjustments](#)
- [Preschool Data](#)
- [PIE](#)

Program Plan Evaluation

- [Program Plan Evaluation - Program Quality](#)
- [Program Plan Evaluation - Parent Involvement](#)
- [Program Plan Evaluation - Child Development](#)

CHECK SPELLING

SAVE

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REPORT PAGES

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BEDFORD PUBLIC SCHOOLS (58030)

PROGRAM MODEL, PUPIL COUNTS, ALLOCATION ADJUSTMENTS

Program Model and Pupil Counts

1. 2006-2007 Allocation.

1a. Total funding awarded (click [Save](#), MEGS will enter)1b. Number of funded spaces for MSRP preschool based on \$3,300 per slot. Click [Save](#), MEGS will enter.

2. Slots at \$3,300.

2a. Number of Half-Day, All-Day/Alternate Day, Migrant or Home-Based MSRP preschool **slots** accepted at \$3,300 per slot. Click [Save](#), MEGS will enter.

2b. Enter the largest number of District/PSA MSRP children's **Half-Day spaces filled** at any time during the program year at **\$3,300 per slot**. Choose the date on which the largest number of children were enrolled, not present. If you operate multiple sites with separate waiting lists, you may choose different dates for each site. This information will be used to calculate financial adjustments, if all funded spaces were not filled (- \$ 3,300 per Half-Day slot not filled).

3. Slots at \$6,600.

3a. Number of full-day MSRP preschool **slots** accepted at \$6,600 per slot. Click [Save](#), MEGS will enter.

3b. Enter the largest number of District/PSA MSRP children's **Full-Day spaces filled** at any time during the program year at **\$6,600 per slot**. Choose the date on which the largest numbers of children were enrolled, not present. If you operate multiple sites with separate waiting lists, you may choose different dates for each site. This information will be used to calculate financial adjustments, if all funded spaces were not filled (- \$ 6,600 per Full-Day slot not filled).

4. PIE

4a. Total amount accepted this year to implement the Parent Involvement and Education (PIE) option. Click [Save](#), MEGS will enter.

4b. Of the amount in 4a, report the total amount expended this year to implement the Parent Involvement and Education (PIE) option.

5. **TOTAL amount permitted in 2006-2007 Final Expenditure Report.** Click [Save](#), MEGS will calculate.

Allocation Adjustments

6. **Slots not filled:** click [Save](#). MEGS will calculate the total amount to be deferred from 2006-2007 based on slots not filled. The 2007-2008 grantee state aid payment will be reduced by this amount. If the grantee does not participate in MSRP in FY 2008, a FY 2007 prior year adjustment will be made for the difference.

CHECK SPELLING

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REPORT PAGES

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The information for this page has been saved in MEGS.
If you make additional changes to this page, please remember to click Save.

COPPER COUNTRY ISD (31000)

PROGRAM MODEL, PUPIL COUNTS, ALLOCATION ADJUSTMENTS

Program Model and Pupil Counts

1. 2006-2007 Allocation.

1a. Total funding awarded (click [Save](#), MEGS will enter)

336,600

1b. Number of funded spaces for MSRP preschool based on \$3,300 per slot. Click [Save](#), MEGS will enter.

102

2. Slots at \$3,300.

2a. Number of Half-Day, All-Day/Alternate Day, Migrant or Home-Based MSRP preschool slots accepted at \$3,300 per slot. Click [Save](#), MEGS will enter.

9

2b. Enter the largest number of District/PSA MSRP children's **Half-Day spaces filled** at any time during the program year at **\$3,300 per slot**. Choose the date on which the largest number of children were enrolled, not present. If you operate multiple sites with separate waiting lists, you may choose different dates for each site. This information will be used to calculate financial adjustments, if all funded spaces were not filled (- \$ 3,300 per Half-Day slot not filled).

9

3. Slots at \$6,600.

3a. Number of full-day MSRP preschool slots accepted at \$6,600 per slot. Click [Save](#), MEGS will enter.

4

3b. Enter the largest number of District/PSA MSRP children's **Full-Day spaces filled** at any time during the program year at **\$6,600 per slot**. Choose the date on which the largest numbers of children were enrolled, not present. If you operate multiple sites with separate waiting lists, you may choose different dates for each site. This information will be used to calculate financial adjustments, if all funded spaces were not filled (- \$ 6,600 per Full-Day slot not filled).

4

4. PIE

4a. Total amount accepted this year to implement the Parent Involvement and Education (PIE) option. Click [Save](#), MEGS will enter.

280,500

4b. Of the amount in 4a, report the total amount expended this year to implement the Parent Involvement and Education (PIE) option.

280500

5. **TOTAL amount permitted in 2006-2007 Final Expenditure Report.** Click [Save](#), MEGS will calculate.

222,400

Allocation Adjustments

6. **Slots not filled:** click [Save](#). MEGS will calculate the total amount to be deferred from 2006-2007 based on slots not filled. The 2007-2008 grantee state aid payment will be reduced by this amount. If the grantee does not participate in MSRP in FY 2008, a FY 2007 prior year adjustment will be made for the difference.

0

PRESCHOOL DATA

INSTRUCTIONS: To be completed by grantees that implemented a preschool program (Half-Day, Full-Day, All-Day/Alternate Day, Migrant or Home-Based). Grantees utilizing all funding for the Parent Involvement and Education (PIE) option do not complete this page. Please click on the HELP tab for more information.

1. Length of Operation.

a. Enter Start Date (MM/DD/YYYY)

b. Enter End Date (MM/DD/YYYY)

c. Click **SAVE**; MEGS will calculate total weeks in session.

d. Click **SAVE**; MEGS will enter total number of weeks reported from Project Fact Sheet. If 1d is more than 1c, please provide a brief explanation in the text box, below.

0 of 300 Characters

2. **Waiting List.** Number of eligible children on the waiting list and unserved at the end of the year for this Consortium/District/PSA.

3. **Blended Funding.** If blending MSRP state aid funded children with children funded from other sources, please indicate numbers of all children integrated.

a. MSRP Competitive

b. Head Start

c. Tuition-based

d. Early Childhood Special Education

e. Other

4. Parent-Teacher Contacts.

4a. Total number of home visits per family.

4b. Total number of parent-teacher conferences per family (for classroom-based programs only)

4c. Total number of cluster activities (for Home-Based programs only)

5. Transitioning Children and Families

5. Transitioning Children and Families

Transitioning Children: While it is expected that all participants in the Michigan School Readiness Program for four year olds will be transitioned into kindergarten, there is still a need for data regarding the specific placement of participants. Of the total numbers of MSRP funded children on whom you reported in #2 and #3 in the Program Model and the Pupil Count section, how many (indicate a number) are recommended to attend the following:

	MSRP Half Day, Home Base, A/A or Migrant	MSRP Full Day	Total (Megs use only)	MSRP Slot Equivalent
a. A regular kindergarten class	<input type="text"/>	<input type="text"/>		
b. A developmental/young 5's kindergarten Please review the research on this topic from the MSRP state aid website.	<input type="text"/>	<input type="text"/>		
c. Another year of preschool	<input type="text"/>	<input type="text"/>		
d. A special education program for children with diagnosed disabilities	<input type="text"/>	<input type="text"/>		
e. Another year at home	<input type="text"/>	<input type="text"/>		
f. Don't know or left program before the end of the year	<input type="text"/>	<input type="text"/>		
g. Other	<input type="text"/>	<input type="text"/>		

Transitioning Families:

Indicate the activities the program has in place to assist each child and family in making a successful transition from this year's Michigan School Readiness Program to their placement in the fall.

- h. Parent meeting ☐ Yes ☐ No
- i. Kindergarten open house for parents ☐ Yes ☐ No
- j. Kindergarten open house for children ☐ Yes ☐ No
- k. Staff meeting or training for preschool and kindergarten teachers ☐ Yes ☐ No
- l. Classroom observation by receiving teacher ☐ Yes ☐ No
- m. Planned curriculum activities about kindergarten ☐ Yes ☐ No
- n. Resource materials/activities for parents to use with their children over the summer ☐ Yes ☐ No
- o. Planned August or September home visit ☐ Yes ☐ No

Other

CHECK SPELLING

SAVE

CLEAR

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REPORT PAGES

MEGS Error Messages

[Main Menu](#) [Help](#)

[Logout](#)

[Application Menu](#) [Report Menu](#) [Report Errors](#)

[View Comments](#)

The following errors have been detected in your report:

Report Pages

- [Preschool Data](#) For Transitioning Families, please check Yes or No for each of items a-h

[Back To Top](#)

[Back To Top](#)





PIE

Instructions: Complete this page if ANY portion of funding was accepted to offer the five components of the Parent Involvement and Education initiative. Skip this page if all MSRP funding was accepted to offer MSRP preschool services. If completing this report on behalf of a consortium, combine all districts' state aid funded data for each response requested.

PIE Allocation (Click **Save**, MEGS will enter.)

1. a. Estimated number of families residing in the district/attending the public school academy who have children birth to 5. a.
- b. Estimated number of children birth to 5 residing in the district/or in families served by the public school academy. b.
- c. Total number of families who participated in the parent involvement and education initiative. c.

10. Indicate the kinds of services provided to connect families to quality preschool programs. This funding was not used to provide preschool programming. (Each response is limited to 200 characters.)

- a. 
0 of 200 Characters
- b. 
0 of 200 Characters
- c. 
0 of 200 Characters
- d. 
0 of 200 Characters
- e. 
0 of 200 Characters

CHECK SPELLING

SAVE

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VIEW PDF

RECAP PAGES

FIRST

PREVIOUS

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The information for this page has been saved in MEGS.
If you make additional changes to this page, please remember to click Save.

EASTERN UPPER PENINSULA ISD (17000)

PROGRAM PLAN EVALUATION - PROGRAM QUALITY

When you click **Save**, MEGS will complete the Program Quality information using data from your application. Program Quality data cannot be edited in this report.

Goal # 1

Title Program Quality

Program Goal

Classroom areas and material are systematically arranged, labeled and accessible to children. Current PQA score 3.0. Desired score 4.0

Objectives

Currently the classroom is arranged in interest areas. Some items are labeled and grouped. Some items have more than one type of label. Children can reach most of the materials. Labeling the classroom will help the students and adults put materials back in organized ways to planning and appropriate play.

1) Did you meet your objectives? Yes ☐ No ☐

If no explain:

0 of 800 Characters

Activities/Tasks

Teachers will take digital pictures of play materials and will place the picture and printed word on the storage shelves/baskets. Children and staff will return the material to the appropriate storage place during cleanup time daily.

2) Were all planned activities implemented? Yes ☐ No ☐


Final Expenditure & C/O Budget Walkthrough

- Narrative Summary must be submitted prior to Final Expenditure & C/O Budget.
- F.E. and C/O Budget are linked in MEGS; submitted together.
 - Both due 12-14-07
- Final *C/O Expenditure Report* will come live in MEGS next summer

Report Menu Page

Reports							SAVE	CANCEL
Report	Status	Date Available	Date Due	Date Submitted	Submitted By	History		
<u>MSRP Final Report/Narrative Summary</u>	Report Available	7/11/2007	8/26/2008			REPORT HISTORY		
Assign Main Contact (enter MEIS number)				<input type="text"/>		DELETE REPORT		
<u>MSRP Final Expenditure Summary - and Carryover Budget</u>	Report Available	5/1/2007	2/10/2008			REPORT HISTORY		
	Report Contact:	<u>KAREN1 STONG</u>	Phone:	810-591-8760	CHANGE CONTACT	DELETE REPORT		

Final Exp Reports Page



Applicant: Ea
Application #: 0

Main Menu Help
Application Menu Report Menu Report Errors

SUBMIT REPORT
REPORT MENU

MSRP Final Expenditure Summary - and Carryover Budget



- The current status is **Report in Progress**
- This report is due on **Sunday, February 10, 2008**
- Generate [Report](#). You will receive an E-mail when the Report is generated (usu

Instructions:

- These reports are linked. They are both due on December 14, 2007.
- The Narrative Summary must be submitted prior to submission of these reports.

[Click here to see modifications done to this report](#)

Expenditure Reports

MSRP Final Expenditure Summary - and Carryover Budget
 MSRP Final Expenditure Summary
 MSRP Carryover Budget

SUBMIT REPORT
REPORT MENU

Carryover Budget

Compliance
☐

Non-Compliance
☐

Comments to Consultant

SAVE CANCEL CLEAR

Final Expenditure Summary

Compliance
☐

Non-Compliance
☐

Comments to Consultant

Comment History

Blanche Deren 8/17/2007 9:56:43 AM
Final expenditure indicates unexpended funds with no carryover budget completed. Please advise.

Expenditure Summary

Expenditure Summary

Expenditure Detail

Add Expenditure Item

View PDF

[Quick Links: Add Personnel](#) | [Add Other](#) | [Add Capital Outlay](#) | [Download Budget Detail](#)

District Code	Grant Number	Project Number	CFDA Number	Project Type	Starting Date	Ending Date	Fiscal Year
00003	078238	N/A	N/A	Regular	10/01/2006	09/30/2007	2007

MSRP Final Expenditure Summary for Agate Head Start

Function Codes	Function Titles	Salaries 1000	Benefits 2000	Purchased Services 3000, 4000	Supplies & Materials 5000	Capital Outlay 6000	Other Expenses 7000, 8000	TOTAL
110	Instruction - Basic Programs							
210	Support Services - Pupil							
220	Support Services - Instructional Staff							
230	Support Services - General Administration							
240	Support Services - School Administration							
250	Support Services - Business							
260	Operation and Maintenance of Plant							
270	Pupil Transportation Services							
280	Support Services - Central							
290	Support Service - Other							
300	Community Services							
400	Outgoing Transfers & Other Transactions							
TOTAL							\$0	\$0
Total Allocation Amount (Estimated): \$0						Allocation Balance:		\$0

EXPENDITURE SUMMARY

EXPENDITURE DETAIL

ADD EXPENDITURE ITEM

VIEW PDF

REPORT PAGES

- 06-07 Budget pulls into the Final Expenditure Report from the 06-07 Final Application

- Expenditure Detail will be computed and presented in this summary page

- The expenditure totals are displayed with function codes along the left side and object codes across the top.

- Expenditure totals are changed automatically when new items are added to the grant.

- Add / edit buttons at bottom of page

Expenditure Detail

- Expenditure Detail page is an in-depth look at all items.
- It is not necessary to include Local Agency Share but it may be helpful for MDE to see.
- Each item is listed by function code, with the description.
- As items are entered into the system, this page is automatically updated and displays the totals.
- Item description is a link to the page where the entry can be edited.

Expenditure Summary

Expenditure Detail

Add Expenditure Item

Edit Expenditure Detail

View Landscape PDF

Quick Links: Add Personnel | Add Other | Add Capital Outlay | Download Budget Detail

District Code	Grant Number	Project Number	CFDA Number	Project Type	Starting Date	Ending Date	Fiscal Year
25040	078238	N/A	N/A	Regular	10/01/2006	09/30/2007	2007

MSRP Preschool

110 Instruction - Basic Programs

Func. Code	Description	FTE / Hours (h)	Salaries 1000	Benefits 2000	Purchased Services 3000, 4000	Supplies & Materials 5000	Capital Outlay 6000	Other Expenses 7000, 8000	Total
118	Funds will be used for supplies and materials to support the MSRP program. These will include consumable items such as paints, construction paper, playdough, etc., take-home books and literacy support backpacks.					\$3,002			\$3,002
118	Funds will be used to pay for salaries and benefits of MSRP staff.	6	\$225,833	\$102,648					\$328,481
	Sub-Total	6	\$225,833	\$102,648		\$3,002			\$331,483

210 Support Services - Pupil

Func. Code	Description	FTE / Hours (h)	Salaries 1000	Benefits 2000	Purchased Services 3000, 4000	Supplies & Materials 5000	Capital Outlay 6000	Other Expenses 7000, 8000	Total
215	Y4 Sal Speech Pathologist. This person will work with staff and all students to expressive language skills among our students.	0.05	\$3,184	\$1,712					\$4,896
	Sub-Total	0.05	\$3,184	\$1,712					\$4,896

Add/Edit/Delete Expenditure Item

Expenditure Summary | Expenditure Detail | **Add Expenditure Item**

Quick Links: Add Personnel | Add Other | Add Capital Outlay | Download Budget Detail

District Code	Grant Number	Project Number	CFDA Number	Project Type	Starting Date	Ending Date	Fiscal Year
25040	078238	N/A	N/A	Regular	10/01/2006	09/30/2007	2007

ADD ITEM

MI School Readiness Program Expenditure Item for Mt. Morris Consolidated Schools

Select the appropriate Function Code for this expenditure item: Indicate if expenditure item represents local agency share.

Select Program option.
MSRP Preschool

Provide a specific description for this expenditure item. Do not repeat the Function Code description selected in the drop down menu or the heading(s) of the box(es) used below:

Enter the dollar amount associated with the expenditure item. Enter an amount in only **one** box unless the item is Personnel. Personnel must have both Salaries and Benefits. To enter Capital Outlay, use the Quick Link: Add Capital Outlay.

Salaries (1000)	Benefits (2000)	Purchased Services (3000, 4000)	Supplies & Materials (5000)	Other Expenses (7000, 8000)
\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

If Salaries, enter the FTE or Hours:
FTE Hours

ADD ITEM

EXPENDITURE SUMMARY | EXPENDITURE DETAIL | **ADD EXPENDITURE ITEM**

Add an Expenditure Item:

- Click the **Add Expenditure Item** tab.
- Read directions on page.
- Select function code
- Provide a description of the expenditure item.
- Enter amount(s) in the box(es) beneath the appropriate Object Code(s).
- Local Agency Share requires a separate entry.

Delete Expenditure Item:

- Use Delete Item link
- Delete from Update Item page

Edit an Expenditure Item:

- Use Edit Detail link or
- Access from Expenditure Detail

■ Expenditure Detail

- Be specific; include program option.
- For staff give details about title of the position, quantity, number of hours/FTE, and total salary.
- Everything must add up!
- Admin Cap of 10% includes function codes 230–260 and 280
 - Leased space & accompanying maintenance agreements are exempt from the admin cap.

■ Carryover Budget

- Each year's financial reporting is maintained separately.
 - Double-check *total* administrative costs for Final Expenditure Report and the C/O Budget.
- 06-07 MSRP Expenditures must be exhausted by June 30, 2008.
- Unexpended funds for **enrolled children** may be carried over; unexpended funds for grantees who implemented **all 5** legislative components of PIE may be carried over.

■ Carryover Budget

Program option(s)

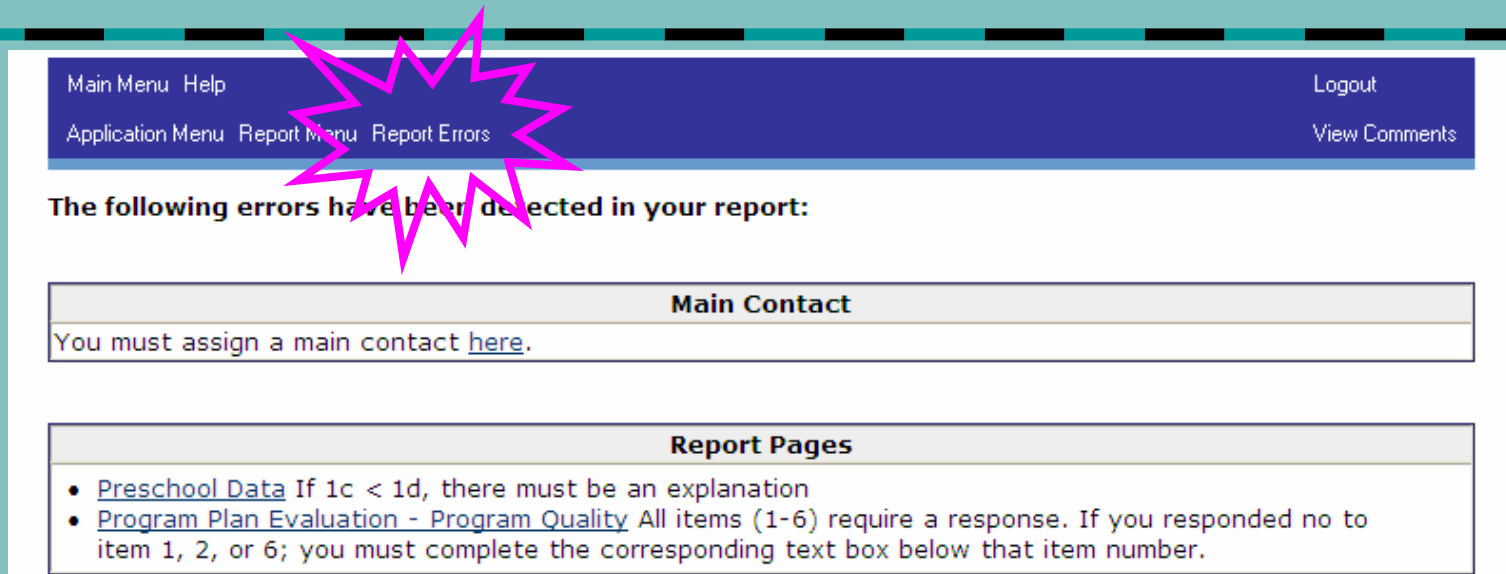
- Grantees may only carry over funds for the particular option in which they were not all spent (preschool/PIE).
 - Grantees that accepted ALL funding for preschool may not carry over any funds for PIE.
 - Grantees that accepted ALL funding for the PIE option may not carry over any funds for preschool services.



Carryover Expenditure Report

- At the end of the carryover period:
 - Carryover Expenditure Report will become available (after fiscal year 07-08)
 - Amounts will carry in from the Carryover Budget
 - NOT the same as the Carryover Budget, which is linked with the Final Expenditure Report.

Submission of end-of-year reports



Main Menu Help Logout
Application Menu Report Menu Report Errors View Comments

The following errors have been detected in your report:

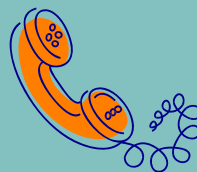
Main Contact
You must assign a main contact here .

Report Pages
<ul style="list-style-type: none">• Preschool Data If 1c < 1d, there must be an explanation• Program Plan Evaluation - Program Quality All items (1-6) require a response. If you responded no to item 1, 2, or 6; you must complete the corresponding text box below that item number.

- MEGS performs a check for technical errors and will present the information on this page.
- **Run the error checking until the screen indicates:**
No errors have been detected in this report.

How can we help you help us?

- Changes in contacts
- Adhere to deadlines
- Email and website
- Use program resources
- Anything else you need from us?
- Talk to us!



■ Email Communication

- MSRP “Blast Email” List 
 - One-way communication from MDE
 - To have your name added to the list, notify Patti Allman:
allmanp@michigan.gov
- MSRP Listserv 
 - Two-way communication between staff, grantee admin and MDE
 - To have your name added to the list, notify Bill Witt: wittb1@michigan.gov

MSRP Consultants

- **Connie Robinson**
 - (517)241-4291
 - robinsonc1@michigan.gov
- **Blanche Deren**
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